

# Section-wise Compliance Checklist for Internal Audits

<b>Audit Title</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Department</b>	<input type="text"/>	<b>Auditor</b>	<input type="text"/>

## Section 1: Documentation & Records

<b>Checklist Point</b>	<b>Compliant</b>	<b>Remarks</b>
Are records maintained and updated as per policy?	<input type="button" value="Select"/> <input type="button" value="▼"/>	<input type="text"/>
Is document control procedure followed?	<input type="button" value="Select"/> <input type="button" value="▼"/>	<input type="text"/>

## Section 2: Process Compliance

<b>Checklist Point</b>	<b>Compliant</b>	<b>Remarks</b>
Standard Operating Procedures (SOP) available and accessible?	<input type="button" value="Select"/> <input type="button" value="▼"/>	<input type="text"/>
Are processes being followed as per SOP?	<input type="button" value="Select"/> <input type="button" value="▼"/>	<input type="text"/>

## Section 3: Corrective Actions

<b>Checklist Point</b>	<b>Compliant</b>	<b>Remarks</b>
Are past audit non-conformities addressed?	<input type="button" value="Select"/> <input type="button" value="▼"/>	<input type="text"/>
Are corrective actions documented & tracked?	<input type="button" value="Select"/> <input type="button" value="▼"/>	<input type="text"/>

## Overall Auditor Summary

Enter overall findings, strengths, and key concerns here...

### Important Notes:

- This checklist is used to systematically review compliance with organizational requirements in internal audits.
- Each point should be carefully assessed and evidence should be noted in the remarks column.
- Partial compliance should be clearly explained.
- Periodic review of checklist content ensures its continued effectiveness and relevance.
- Fill all sections before final submission for accuracy and completeness.